PUBLISHING POLICY

- The text submitted for publication may not be previously published or accepted for publication by another publisher.

- Papers may not exceed 10.000 words, including appended material such as pictures, charts and maps etc. (and excluding keynotes, bibliographies, abstracts and summaries in English). Papers must be submitted with abstracts comprising the introduction, methodology, findings, discussions and conclusion sections briefly, both in Turkish and English (350-400 words, may not exceed 5000 characters including space) along with key words (5-7 words).

- The language of KADER is Turkish. However, each issue may include papers in English or in Arabic as long as the number of these do not exceed one-third of the total number of papers in the issue.

- The editorial board peruses the submitted paper with regard to both form and content before sending it on to referees. They may also consider the views of the advisory board. After the deliberation of the editorial board, the submitted paper is sent to two referees. If the paper is rejected by one of them, it is sent to third referee. In order for any paper to be published, at least two of the referees must approve it. The revision and improvement demanded by the referees must be implemented in order for a paper to be published. Authors are informed within the process about the decision regarding the publication of their papers.

- A paper cannot be withdrawn by its author after the completion of the evaluation process without a reasonable justification within the scope of publication ethics. In case of such a request, the paper is removed from the system by rejection.

- The authors have to take notice of referees' report. The authors assume the responsibility of the paper with regard to the style, content, scholarly value and legal aspects. The editorial board reserves the right to accept or reject the text. The texts submitted to the journal are not returned, even if they are not accepted for publication. The published texts of the authors could be removed from publication in accordance with the decision of the board. They could not be withdrawn from the journal without the decision of the board. The copyright fee is not paid for the texts.

- All texts published in KADER are copyrighted by the journal; they cannot be used without proper reference.

- According to publication standards of the journal, texts to be considered for publication must be uploaded in "word" file format without specifying name and surname, after being a member of KADER, by paper sent button.

- The texts submitted for publication should be written in A4 size with white space at the top, bottom, right 4 cm and 5 cm from the left side with at least 12nk line spacing, two sides, without line hyphenation and 10 points Isnad font (You can download the font here). However, the

submitted tables, figures, pictures, graphics and etc. should not exceed 12X17 cm in order that they will not go beyond the edges of the page and will be for easy usage. Therefore, smaller points and single space could be used in tables, figures, pictures, graphics and etc. [the ISNAD Citation Style](#) 2nd Edition is highly required in footnotes and references.

♦ Papers will be tested in that are subjected to plagiarism detection program, whether they contain plagiarism or not.

The information below must be given:

♦ The title of the paper (both in Turkish and English), the name and surname of the author, his/her title, institution, ROR ID of the institution (https://ror.org/) and ORCID ID number must be specified. Besides, information of the author (e-mail address) must be given completely.

Processing Charges

♦ KADER does not charge any article submission, processing charges, and printing charge from the authors.

THE PERIODICAL RANGE AND TIME

June (30th June)

Submissions: 1st January – 15th April

December (31th December)

Submissions: 1st July – 15th October

FOOTNOTES AND BIBLIOGRAPHY REFERENCING STYLE

KADER highly requires the authors to use [the ISNAD Citation Style](#) 2nd edition. For more information you can visit the website http://www.isnadsistemi.org/en/guide/ and download the handbook and templates from http://www.isnadsistemi.org/en/downloads/ .

ETHICS POLICY

Publication Ethics

The publication process at KADER is the basis of the improvement and dissemination of information objectively and respectfully. Therefore, the procedures in this process improve the quality of the studies. Peer-reviewed studies are the ones that support and materialize the scientific method. At this point, it is of utmost importance that all parties

included in the publication process (authors, readers and researchers, publisher, reviewers and editors) comply with the standards of ethical considerations. KADER expects all parties to hold the following ethical responsibilities.

The following ethical duties and responsibilities are written in the light of the guide and policies made by Committee on Publication Ethics (COPE).

The publication of an article in a peer-reviewed journal is an essential building block in the development of a coherent and respected network of knowledge. It is a direct reflection of the quality of the work of the authors and the institutions that support them. Peer-reviewed articles support and embody the scientific method. It is therefore important to agree upon standards of expected ethical behavior for all parties involved in the act of publishing: the author, the journal editor, the peer reviewer, and the publisher.

1. Ethical Responsibilities of Authors

The authors who submit their manuscripts to KADER are expected to comply with the following ethical responsibilities:

- There is no charge for the paper submitted to the journal.
- Author(s) must submit original studies to the journal.
- If author(s) utilize or use other studies, they must make the in-text and end-text references accurately and completely.
- People who have not contributed to the study at the intellectual level should not be indicated as author.
- If the manuscripts submitted to be published are subject of conflicting interests or relations, these must be explained.
- During the review process of their manuscripts, author(s) may be asked to supply raw data. In such a case, author(s) should be ready to submit such data and information to the editorial board.
- Author(s) should document that they have the participants' consent and the necessary permissions related with the sharing and research/analysis of the data that are used.
- Author(s) bears the responsibility to inform the editor of the journal or publisher if they happen to notice a mistake in their study which is in early release or publication process and to cooperate with the editors during the correction or withdrawal process.
- Authors cannot submit their studies to multiple journals simultaneously. Each submission can be made only after the previous one is completed. A study published in another journal cannot be submitted to KADER.
- Author responsibilities given in a study (e.g., adding an author, reordering of author names) cannot be changed if the review process has begun.

2.   Ethical Responsibilities of Editors

The editors of KADER should hold the following ethical responsibilities that are based on the guides "COPE Code of Conduct and Best Practice Guidelines for Journal Editors" and "COPE Best Practice Guidelines for Journal Editors" published as open Access by Committee on Publication Ethics (COPE).

General duties and responsibilities

Editors are responsible for each study published in KADER. In this respect, the editors have the following roles and responsibilities:

- Making efforts to meet the demand for knowledge from readers and authors,
- Ensuring the continuous development of the journal,
- Managing the procedures aimed to improve the quality of the studies published in the journal,
- Supporting intellectual freedom,
- Ensuring academic integrity,
- Following the procedures without making concessions on intellectual property rights and ethical standards,
- Being transparent and clear in issues that require correction or explanation.

Relationships with Readers

Editors must make decisions taking into consideration the knowledge, skills and expectations of all readers, researchers and practitioners that they need. Editors must also ensure that the published studies should contribute to literature and be original. Moreover, they must take notice of the feedback received from readers, researchers and practitioners and provide explanatory and informative feedback.

Relationships with Authors

Editors have the following duties and responsibilities in their relations with authors:

- Editors must make positive or negative decisions about the studies' importance, originality, validity, clarity in wording and suitability with the journal's aims and objectives.
- Editors must take the studies that are within the scope of publication into pre-review process unless there are serious problems with the study.
- Editors must not ignore positive suggestions made by reviewers unless there are serious problems with the study.
- New editors, unless there are serious issues, must not change the previous editor's decisions about the studies.

- "Blind Review and Review Process" must be published and editors must prevent possible diversions from the defined processes.
- Editors must publish an "Author's Guide" that is comprehensive enough in answering queries by authors. This guide must be updated regularly.
- Authors should be provided with explanatory and informative feedback.

Relationships with Reviewers

Editors have the following duties and responsibilities in their relations with reviewers:

Editors must

- respect that their own papers are evaluated by appropriate independent referees from the editorial board.
- choose reviewers according to the subject of the study.
- provide the information and guidance reviewers may need during the review process.
- observe whether there are conflicting interests between reviewers and authors.
- keep the identities of reviewers confidential in blind review.
- encourage the reviewers to review the manuscript in an unbiased, scientific and objective tone.
- evaluate reviewers regularly based on criteria like performance and timing.
- develop practices and policies that increase the performance of reviewers.
- take necessary steps to update the reviewer pool dynamically.
- prevent unkind and unscientific reviews.
- make effort to ensure the reviewer pool has a wide range.

Relationships with the Editorial Board

Editors must make sure that the members of the editorial board follow the procedures in accordance with the publication policies and guidelines, and must inform the members about the publication policies and developments. The editors must also train new members of the editorial board and provide the information they need.

Moreover, editors must

- ensure that the members of the editorial board review the manuscripts in an unbiased and independent manner.
- select the new members of the editorial board from those who can contribute to the journal and are qualified enough.
- send manuscripts for review based on the subject of expertise of the editorial board members.
- regularly communicate with the editorial board.

- arrange regular meetings with the editorial board for the development of publication policies and the journal.

Relationships with the Journal's Owner and Publisher

The relationship between the editors and publisher is based on the principle of the independency of editors.

Editorial and Blind Review Processes

Editors are obliged to comply with the policies of "Blind Review and Review Process" stated in the journal's publication policies. Therefore, the editors ensure that each manuscript is reviewed in an unbiased, fair and timely manner.

Quality Assurance

Editors must make sure that articles in the journal are published in accordance with the publication policies of the journal and international standards.

Protection of Personal Information

Editors are supposed to protect the personal information related with the subjects or visuals in the studies being reviewed, and to reject the study if there is no documentation of the subjects' consent. Furthermore, editors are supposed to protect the personal information of the authors, reviewers and readers.

Encouraging Ethical Rules and Protection of Human and Animal Rights

Editors are supposed to protect human and animal rights in the studies being reviewed and must reject the experimental studies which do not have ethical and related committee's approval about the population given in such studies.

Precautions against possible Abuse and Malpractice

Editors are supposed to take precautions against possible abuse and malpractice. They must conduct investigations meticulously and objectively in determining and evaluating complaints about such situations. They must also share the results of the investigation.

Ensuring Academic Integrity

Editors must make sure that the mistakes, inconsistencies or misdirections in studies are corrected quickly.

Protection of Intellectual Property Rights

Editors are responsible for protecting the intellectual property rights of all the articles published in the journal and the rights of the journal and author(s) in cases where these rights are violated. Also, editors must take the necessary precautions in order to prevent the content of all published articles from violating the intellectual property rights of other publications.

Constructiveness and Openness to Discussion

Editors must

- pay attention to the convincing criticism about studies published in the journal and must have a constructive attitude towards such criticism.
- grant the right of reply to the author(s) of the criticized study.
- not ignore or exclude the study that include negative results.

Complaints

Editors must examine the complaints from authors, reviewers or readers and respond to them in an explanatory and enlightening manner.

Political and Economic Apprehensions

Neither the owner of the journal, publisher or any other political or economical factor can influence the independent decision taking of the editors.

Conflicting Interests

Editors, acknowledging that there may be conflicting interests between reviewers and other editors, guarantee that the publication process of the manuscripts will be completed in an independent and unbiased manner.

3. Ethical Responsibilities of Reviewers

The fact that all manuscripts are reviewed through "Blind Review" has a direct influence on the publication quality. This process ensures confidentiality by objective and independent review. The review process at KADER is carried out on the principle of double blind review. Reviewers do not contact the authors directly, and the reviews and comments are conveyed through the journal management system. In this process, the reviewer comments on the evaluation forms and full texts are assigned to the author(s) by the editor. After the blind review process is completed, the accepted papers will be tested in that are subjected to plagiarism detection program, whether they contain plagiarism or not, and they have been previously published or not. In this context, the

reviewers doing review work for KADER are supposed to bear the following ethical responsibilities:

- Each paper submitted to the journal is evaluated by two referees at least.
- If one of the two referees rejects a paper while the other accepts it; the paper is sent to third referee or to the editor for making final decision.

Reviewers must

- agree to review only in their subject of expertise.
- review in an unbiased and confidential manner.
- inform the editor of the journal if they think that they encounter conflict of interests and decline to review the manuscript during the review process.
- dispose the manuscripts they have reviewed in accordance with the principle of confidentiality after the review process. Reviewers can use the final versions of the manuscripts they have reviewed only after publication.
- review the manuscript objectively and only in terms of its content and ensure that nationality, gender, religious and political beliefs, and economic apprehension do not influence the review.
- review the manuscript in a constructive and kind tone, avoid making personal comments including hostility, slander and insult.
- review the manuscript they have agreed to review on time and in accordance with the ethical rules stated above.

4. Ethical Responsibilities of Publisher

The Board of KADER is conscious of the fact that they must observe the ethical responsibilities below and act accordingly:

- KADER does not charge any article submission from authors.
- Editors are responsible for all the processes that the manuscripts submitted to KADER will go through. Within this framework, ignoring the economic or political interests, the decision-makers are the editors.
- The publisher undertakes to have an independent editorial decision made.
- However, the journal has left the database open on the internet.
- The publisher bears all the responsibility to take the precautions against scientific abuse, fraud and plagiarism.

5. Unethical Behavior

Should you encounter any unethical act or content in KADER apart from the ethical responsibilities listed above, please notify the journal by e-mail at kaderdergi@gmail.com.

FOOTNOTES AND BIBLIOGRAPHY REFERENCING STYLE

Kader, uses ISNAD Citiation style 2nd edition. Articles that submitted to our journal should be written in accordance with this style. You can review ISNAD citiation style at http://www.isnadsistemi.org/guide/.

ABBREVIATIONS

abr.	abridged by
b.	born
ca.	about, approximately
cf.	compare
chap. /chaps	chapter/chapters
comp.	compiler/compiled by
d.	died
diss.	dissertation
ed.	edited by/edition/editor
eds.	editors
et al.	and others
fn.	footnote
n.d.	no date
no.	number/issue
n.p.	no place/no publisher
p./pp.	page/pages
par.	paragraph
pt.	part
rev. ed.	revised edition
sec.	section
trans.	translated by
vol.	volume